

## SUBMITTING ORDERS

- ▶ To Submit an order to the Court, you must email the order to:  

For Judge Bennett	<a href="mailto:ordersTBB@alnb.uscourts.gov">ordersTBB@alnb.uscourts.gov</a>
For Judge Cohen	<a href="mailto:ordersBGC@alnb.uscourts.gov">ordersBGC@alnb.uscourts.gov</a>
For Judge Mitchell	<a href="mailto:ordersTOM@alnb.uscourts.gov">ordersTOM@alnb.uscourts.gov</a>
For Judge Caddell	<a href="mailto:ordersJAC@alnb.uscourts.gov">ordersJAC@alnb.uscourts.gov</a>
For Judge Stilson	<a href="mailto:ordersCMS@alnb.uscourts.gov">ordersCMS@alnb.uscourts.gov</a>
For Judge Sledge	<a href="mailto:ordersJSS@alnb.uscourts.gov">ordersJSS@alnb.uscourts.gov</a>
- ▶ The order must be sent as an attachment to the email and must be in WordPerfect or MS Word format, NOT a \*.PDF file.
- ▶ Depending on the type of order being submitted, the subject line must include:
  - 1) Order  
Notice of Hearing  
Order and Ntc of Hrg
  - 2) 12-digit Case Number in its' entirety (ex. 04-07196-BGC13)
  - 3) Debtor(s) Name or the Style of the Adversary
- ▶ The order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the same and shall comply with all other requirements set forth in the aforesaid electronic order processing procedure. The list of parties shall be furnished as provided for in the aforesaid electronic order processing procedure. The list of parties shall be furnished as provided for in the appropriate electronic order processing procedure sample order template form accessible at <http://www.alnb.uscourts.gov>.

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ALABAMA  
\_\_\_\_\_  
DIVISION

In re: \_\_\_\_\_

\_\_\_\_\_  
Debtor(s)

Case Number \_\_\_\_\_

**ORDER**

*Text body of order.*

Date \_\_\_\_\_

\_\_\_\_\_  
U. S. Bankruptcy Judge

This order prepared by:

*Attorney/Proponent Name*

*Address Line 1*

*Address Line 2*

*Telephone Number*

*(If required)*

This order consented to by:

*Consenting Party's Name*

*Attorney for Consenting Party*

*Address Line 1(for Attorney of Consenting Party)*

*Address Line 2*

*Telephone Number*

## **PARTIES TO RECEIVE COPIES**

*Name of Party*

*Address Line 1*

*Address Line 2*

*Address Line 3*

*Additional Parties*

**NOTE: Be sure to list parties to receive copies  
on a New Page.**